FY 2005 BOPs

The system is available to users to begin entering their BOPs.   However, the FY 2005 surcharge rates have not been updated because we need to wait until the FY 2004 surcharges have been applied to pay period 19 before the Budget Office can enter the new rates. They will inform you when the rates have been updated. The FY 2005 Initial BOPs must be entered and approved in CAMS by COB Friday, November 19, 2004.

For those of you who would like to get a head start in entering your BOPS before the rates are changed, there are several options that you can choose to ease the burden in meeting the deadline:

> Complete all BOPs that do not contain labor/surcharges.   These BOPs can be approved if the FMC chooses.

> FMCs whose **rates did not change from FY 2004** can complete all BOPs. These BOPs can be approved if the FMC chooses.

> Partially enter BOPs that contain labor by entering the Labor O.C. 111X, 113X and all other non-labor object classes, but do not apply the surcharges. Once the FY 05 surcharges have been entered into the system, the FMC can go back into each BOP and apply the surcharges by selecting the Apply Surcharge button. The system will automatically add the surcharge detail lines. Then the BOP can be approved.

> FMCs can use the BOP worksheet using the new FY 05 surcharge rates.   The amounts generated using the worksheet can then be manually entered for each surcharge detail line.

Each FMC can decide which option best suits their situation or wait until the rates have been changed. You may want to check with your Line Office Budget Office for guidance.

Budget Help Desk

The CAMS Budget Team has a new Budget Help Desk number. The new number is 301-444-2855. Call us if you have problems with your BOPs.

If you need help or answers with the new reimbursable agreements screen, call the Reimbursable Help Desk at 301-444-2856.

Funds Management

The new fund codes for FY 2005 are as follows:

      BIS   31 – General   NOAA   31 – OR&F
                                                              32 - PAC

As last year, funds are allotted by the 4th level of the program code (PPA) for direct funds. The reimbursable funds are allotted by the 4th level of the program code and the project code level.

There are some changes in the Initial Target allotment process from last year. The NOAA Budget Office is requiring allotments to be distributed to ORG 2 (FMC). This is to conform to the new level of funds control.

For reimbursable funds, allotments will continue to be distributed to the Line Office level.

Funds Control

Since direct funds are being allotted quarterly to FMCs, the system will restrict users from creating budget plans in excess of the amount allotted to your FMC for that quarter. This change will eliminate other FMCs from drawing down on your FMC's program funds. Remaining funds allotted from earlier quarters that have not been planned are added to the "superpool" and are available to be BOPed in a later quarter. This functionality has not changed from last year. Funds Control is being lowered to the 4th level of the program code (PPA) and the 2nd level of the Organization Code (FMC).

The funds control for reimbursable funds will be set at the Line Office and Project levels.

Funds Balance Table - The Funds Balance Table will change for FY 2005 for most of the direct funds because the funds control is being changed to the Org 2 level. This table stores the information on the funds remaining in the "Funds Control" pool. There is a row in the table for each funds control pool. Below is an example of a row in the Funds Balance table for the following funds:

Direct Funds with Funds Control at FMC		Reimbursable Funds	
Org	99-99-****-**-**-**-**	Org	99-**-****-**-**-**-**
Program Code	09-99-99-999	Program Code	99-99-99-999
Project Code	*******	Project Code	1234567
Category	B1	Category	A

An * denotes data that has been summarized. As you can see in the above examples, all allotments and obligations are summarized at a different level. Since funds' checking is determined against the Allotments minus obligations, the decision to set funds control at FMC

and the 4th level of the Program code for direct funds will eliminate other FMCs from obligating funds allotted to your FMC and program. The system will check to ensure that there are sufficient funds remaining in the plan to complete the negative BOP.   It also checks to ensure that the BOP amount does not reduce the amount below the remaining funds available.

This report can be accessed from the Navigator menu under the Quick Reports.

FM006 - Budget Operating Plan Template

New monthly Templates have been established for the following Fund Codes:

      01   02   06   07   27   28   31   32

When a template is used on a **new** BOP, it creates a monthly detail line on the BOP Detail screen for the following object classes:

      1110   2100   2200   2300   2400   2500   2600   3100

You may add new object class detail lines or delete any unnecessary detail lines. The template will automatically populate the Unit field with FTE and the Quantity Field with ".00". Given the above situation, the Unit field may be left as FTE, even on the detail lines that contain non labor object classes.   The Unit field is used as a basis to summarize the amounts in the Quantity field. If the object class is a non labor object class, leave the Quantity as zero.

If anyone needs additional Templates established, please send your request through your Line Office contact. I will need to know the Fund Code, object classes and a 6-letter name to identify the template. Each template name must be unique. It should be generic since it is available to all BOP users and does not contain any ACCS information.

FM007 Funds Management Parameter Screen

The Funds Management Parameter mask will be set at the ORG 2 level for direct funds. This will allow allotments to be created at the FMC level when a BOP Transfer (TRNSFR) is approved. The mask will be set at ORG 1 for reimbursable funds.

FM066 Budget Operating Plan

BOP Plans – For FY 2005, there are big changes in how NOAA will plan their BOPs. You will be required to plan each object class by month.   Following is a review/clarification of the changes to some of the fields in the BOP.

Notes – In FY 04, there were BOPs that did not contain a description in the Notes field. Even though the system does not require the Notes field to be populated, it is a NOAA business rule that the Notes field should always be entered with a narrative describing the reason for the BOP.

If the Notes field is blank, the approving official should disapprove the BOP and send it back to the requester so that the BOP can be updated with a note. Notes can be changed before a BOP is approved. Once the requester has approved the BOP, the Approver can disapprove the transaction and the Note can then be changed. It is only when the BOP has been through the final level of approval that the Notes field cannot be changed.

The general rule is to retain the Allotment Notes standard language except for transfers. Additional text can be added, if the standard language is not sufficient to describe the BOP. Transfers between LOs or FMCs should be recorded as: From xx-xx to xx-xx for "Reason" (where xx-xx represents the FMC which is the first two segments of the organization.) The Notes field on the Transfer BOP populates the Notes field on the Allotment screen. This Note is then displayed on the Data Warehouse Allotment Reports.

Change Codes – When making a change to an existing plan, you need to select the appropriate code to identify the type of change being made to the original plan.

> TRNSFR - There is a modification to the change code TRNSFR. The description has changed to: "Allotment Transfers between Organizations". The functionality of TRNSFR has not changed, but the level of allotment is different depending on the fund. When TRNSFR is selected:

> - For direct funds, the system will automatically transfer funds to the FMC of the organization identified in the Corresponding Org field.

> - For reimbursable funds, the system will automatically transfer funds to the LO of the organization identified in the Corresponding Org field.

> ADJUST – The ADJUST code is still used if the change is an increase, decrease or realignment of object classes to an existing BOP within your FMC. For reimbursable funds, the ADJUST code should be used when one is making a transfer within one's own Line Office.

> REPROG – Do not use unless instructed by the NOAA Budget Office.

Note: The change codes will respond differently based on the set up of the FM007 Funds Management Parameter mask. Be aware when making adjustments to your plans which fund codes you are adjusting. It will determine which Change Code you should select.

Templates – Templates have been created to reduce the amount of data entry into the Budget Detail screen. When a template is selected, it will automatically create a detail line for each month and object class. Our current templates will create 96 detail lines. Only the Amount will need to be populated on each detail line. A Template can only be used on the initial BOP. The two new template codes are 31INIT and 32INIT.

Corresponding Org - When creating a Transfer BOP, the Corresponding Org field should always contain at least the FMC code.

Category and Item No. - The Apportionments for Funds 31 and 32 will be established at the Budget Activity (Program 1 level). Each Program 1 will be assigned a Category and an Item Number. The funds will be allotted quarterly. Because of the distribution, there will be many lines displayed in the Category and Item No. popup screen.

> Each Budget Activity will be assigned a unique Item Number
>
> Each Item No. will have many Programs associated to it. (Ex. All Programs beginning with 01 is assigned Item No. 1, Program 02 is assigned Item No. 2, etc.)
>
> Each Program Code will most likely display four entries for each quarterly allotment.

It is important to select the correct program. It does not matter which of the quarterly allotments is selected. But you will get a different result depending on the quarterly Item selected, if you double click in the BOP Trans Amount field (when the quarters are left blank). If the October allotment is selected, the amount displayed in the allotment pool is only the 1st quarter allotment. If the July allotment is selected, the amount displayed is the annual allotment.

Budget Month - Since BOPS are being planned monthly, it is important to be aware of the Budget Month (BM) on all detail lines. For Initial Targets, all months should default to the appropriate BM. BM 1, 2 and 3 will display in the 1st quarter on the FM166 and NOA121 reports. If running an October report for the NOA117 and NOA118 reports, the Object Class plans displaying BM 1 will display in the Current Month column.

WEB

The following information can be found on the CAMS website located at:

> **http://www.rdc.noaa.gov/~cams/budgetinfo.htm**

BOP Worksheets – The updated Excel Monthly and Quarterly Worksheets are available to assist you in preparing your budgets. These worksheets can be downloaded onto your PC.

Program, FMC and Org Codes – We are in the process of updating these codes. A new list will be available mid-October.

Advisories – Advisories 1 thru 10 are available for you to view.

CAMS Project/Task Request Form – The new form has been updated as of 10/01/04. It is located under the Forms section.